

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
JANUARY 23, 2020.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Larry Asmus. Meeting location: Department of Airports 711 E Rialto San Bernardino, Ca 92415.

Commission Members Present:

Jim Bagley, Desert at Large,
Larry Asmus, Valley at Large, Chair
VACANT, First District
Christine Canepa, Second District, Vice Chair
William Smith, Third District
Ray Marquez, Fourth District

Commission Members Absent:

Roy Cox, Fifth District

Staff Present:

Maureen A. Snelgrove, Assistant Director
Erin Johnson, Staff Analyst II
Nicole Leyden, Secretary

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Visitors Present:

Bob Velker
Doug Crowther
Chuck McCormick
Joe & Pat Yancey
Deana Olivares-Lambert

Chino Development League
Threshold Aviation
Mead & Hunt
Yancey Enterprises
The 20/20 Network

Pledge of Allegiance

Led by Commissioner Marquez.

Report on Posting of Agenda:

Ms. Snelgrove stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements:

Ms. Snelgrove introduced the Department's new Staff Analyst II, Erin Johnson.

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, December 5, 2019

Moved by Commissioner Smith seconded by Commissioner Canepa. The item passed unanimously to approve the commission meeting minutes from December 5, 2019.

Commissioner Reports/Comments

Commissioner Bagley reported that the gate system at Twentynine Palms Airport is still not working. He also stated that an airport tenant reported to him that they had fuel theft.

Commissioner Bagley also shared that he participated at a County Planning Commission meeting. He advised that if the commissioner's name does not appear on the Planning Commission's agenda then it is a Brown Act violation and there is a question about commissioner's legal ability to participate.

Commissioner Marquez would like to add the Chino Plume to the agenda for updates.

Commissioner Marquez also requested that a representative from City of Chino speak at the next Commission meeting scheduled at Chino Airport in April. He would like them to speak on the topic of the City's traffic circulation plan.

Commissioner Asmus would like to have the topic of access routes from Kimball Ave onto Chino Airport added to the agenda each month until the issue is resolved.

Public Comments

Mr. Crowther explained that Threshold Aviation received a contract last year from a company to part-out business jets. The company would like Threshold to part-out thirty-six jets this year and fifty jets the following year. They will need to hire more employees and acquire additional space to accomplish this. Mooney leases two hangars in the commercial hangar complex and Threshold leases the other two. Threshold has been working to assume Mooney's lease on Hangar One.

Discussion Item: Electronic Participation – Conference Call, Video Conferencing of Airport Commission Meetings.

Ms. Snelgrove stated that a standing Chino Remediation meeting on Director Jenkins's calendar creates a conflict with the Commission meetings, specifically those that are away from the Airports Administration Office. Video conferencing may be an option for him to attend the Commission meeting, however this can only be accomplished at Apple Valley and Chino. The other airports do not have the necessary internet connection for this.

Options of FaceTime and other programs were discussed. It was mentioned that these options could be utilized by members of the commission as well, although legalities must be researched pertaining to commissioners.

A motion was made by Commissioner Marquez and seconded by Commissioner Canepa to have information provided to the commission at upcoming meetings on this topic. This was unanimously passed by all commissioners.

Director's Reports

Capital Improvement Program

Ten projects submitted for the entire airport system to be initiated over the next three years. This includes additional building removals at Chino, asphalt, signage and runway improvements.

- Chino
 - Remediation project moving forward quickly. Meetings with consultant regarding design of easements and right-of-ways for the wells.
 - Building A-305 is scheduled for demolition.
- Apple Valley
 - Taxiway and runway project – waiting for final review of engineering plans.

Board of Supervisors Activity

License agreement with Planes of Fame approved for 2020. The airshow will be May 2nd and 3rd.

Real Estate

Ms. Snelgrove provided information on current property leasing activity.

- Yancey Enterprises received certificate of occupancy.
- Several Solicitations of Proposals will be posted for Chino Airport.
- Sod operations have moved the site for point of sale activities to west of Stearman Dr.
- The Café at Apple Valley Airport is doing very well.

Financial Report

The Department is under its estimated expenditures and revenue remains on target.

Monthly Reports

Assistant Director

- **Administration**

- 1/21/2020 Staff Analyst Erin Johnson started work.
- 1/6/2020 Maintenance Supervisor Alfonso Romo started work.
- 1/18/2020 Recruitments opened for the Airport Manager positions at Chino and Apple Valley.
- 1/24/2020 Attend the Aviation Law Symposium at the University of La Verne.
- 1/25/2020 Recruitment will open for Airport Maintenance Worker I at Chino.

- **Chino**

Attended ground-breaking for the Fed Ex Distribution Center. Expecting an operational facility by October.

Department met with City of Chino staff, City Engineer, and City Traffic Engineer regarding access routes and traffic plan for south side of Chino Airport.

- **Desert**

Staff continue to repair and/or replace beacon lights. Planning for runway maintenance for the balance of winter and spring.

Gate system at Twentynine Palms Airport – Current computer unable to connect to the County system due to lack of network capability. Purchase request submitted for necessary network system for gate system software.

- **Apple Valley**

Hangar inspections currently being conducted and will be completed next week.

Airports Planner

- Currently working on all regulatory compliance responsibilities for all County Airports.

Chino Airport Operations

No report available.

Miscellaneous

Nothing to report.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, February 27, 2020 at 10:00 a.m. – Twentynine Palms Airport, 78569 Twentynine Palms Hwy, Twentynine Palms, CA 92277

Adjournment: Meeting was adjourned by Commissioner Asmus at 10:59 a.m.

Respectfully submitted,

Signature Not Available

Larry Asmus
Airports Commission

Signature Not Available

Maureen A. Snelgrove, Assistant Director
Department of Airports

Signature Not Available

Nicole Leyden, Secretary I
Department of Airports